The Role of the Tech Coordinator

November 17, 2021

CSDE
CONNECTICUT STATE
DEPARTMENT OF EDUCATION

CollegeBoard

Attendee Reminders

- Thanks for attending!

- Please use the Question Box to submit questions.

- This session is being recorded.

- It will be posted on the CSDE SAT School Day webpage at [Connecticut SAT School Day--Related Resources](#)

Attendee Reminders

- Contact information:
  - Michelle Rosado
    - Phone: 860-713-6748
    - Email: michelle.rosado@ct.gov
  - Deirdre Ducharme
    - Phone: 860-713-6859
    - Email: deirdre.ducharme@ct.gov
  - College Board
    - Phone: 855-373-6387
    - Email: SATSchoolDay@collegeboard.org

Test Dates

CT SAT School Day – Spring 2022	
Primary test dates	March 23-25 March 29-30 Accommodated testing window: March 23-April 5
Makeup test dates	April 26-28

Technology Coordinator Responsibilities

Each school must appoint a technology coordinator. Their responsibilities include:

- Performing product and performance validations on school testing infrastructure

- Confirming that hardware, software, and network bandwidth meet minimum specifications

- Working with the test coordinator to confirm technical readiness

- Assisting the test coordinator with device preparation for the digital administration

CollegeBoard

CAI Systems

Overview

The CAI test delivery system includes multiple applications. These applications work together to ensure a smooth and secure test administration. The College Board's version of the CAI is accessed at a different site than the Smarter Balanced and NGSS.

Test Information Distribution Engine (TIDE)
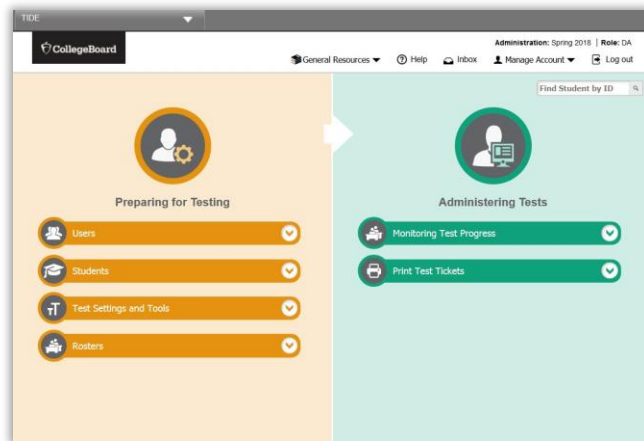
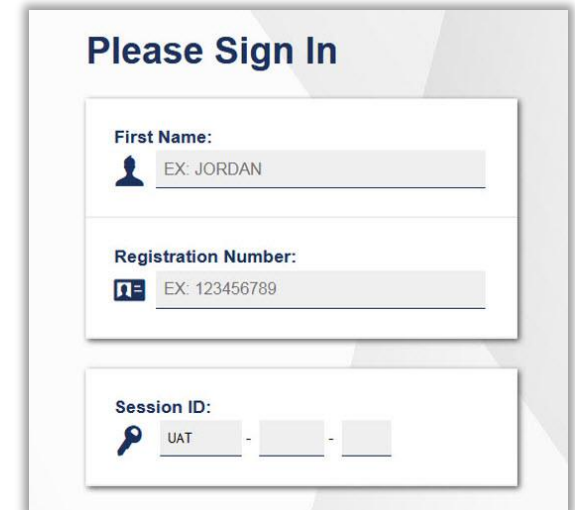
Test coordinators use TIDE throughout the testing process.
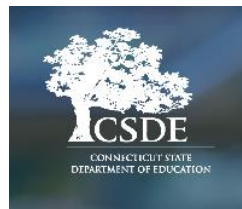
Test Administrator (TA) Interface
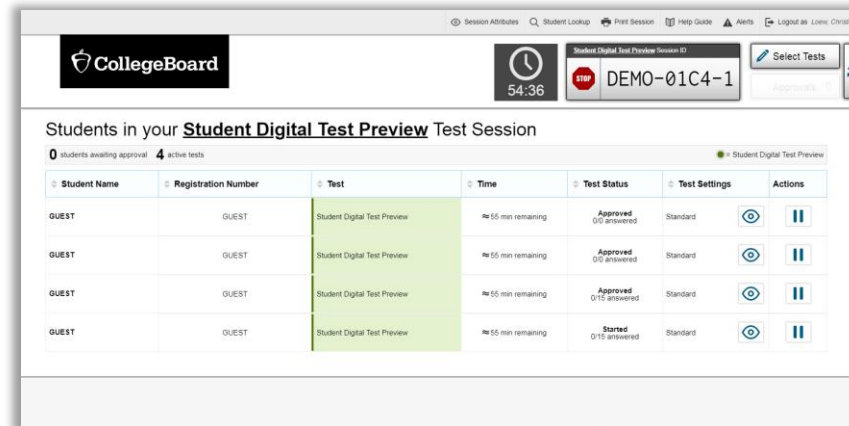
Proctors use the TA Interface to administer the test.

Secure Browser

Students use the secure browser to take the test.

CAI Systems

Test Information Distribution Engine (TIDE)

Test coordinator functions in TIDE:

- Creating staff accounts
- Managing rosters
- Monitoring digital test sessions
- Modifying test settings for students with approved accommodations on the NAR
- Printing student test tickets

Test coordinators use TIDE to manage data and configure test settings ahead of test day.

District administrators, as a part of the CT SAT, will also have access to TIDE to support test coordinators' management of student data.

CAI Systems

Proctors use the TA Interface to administer the digital SAT.
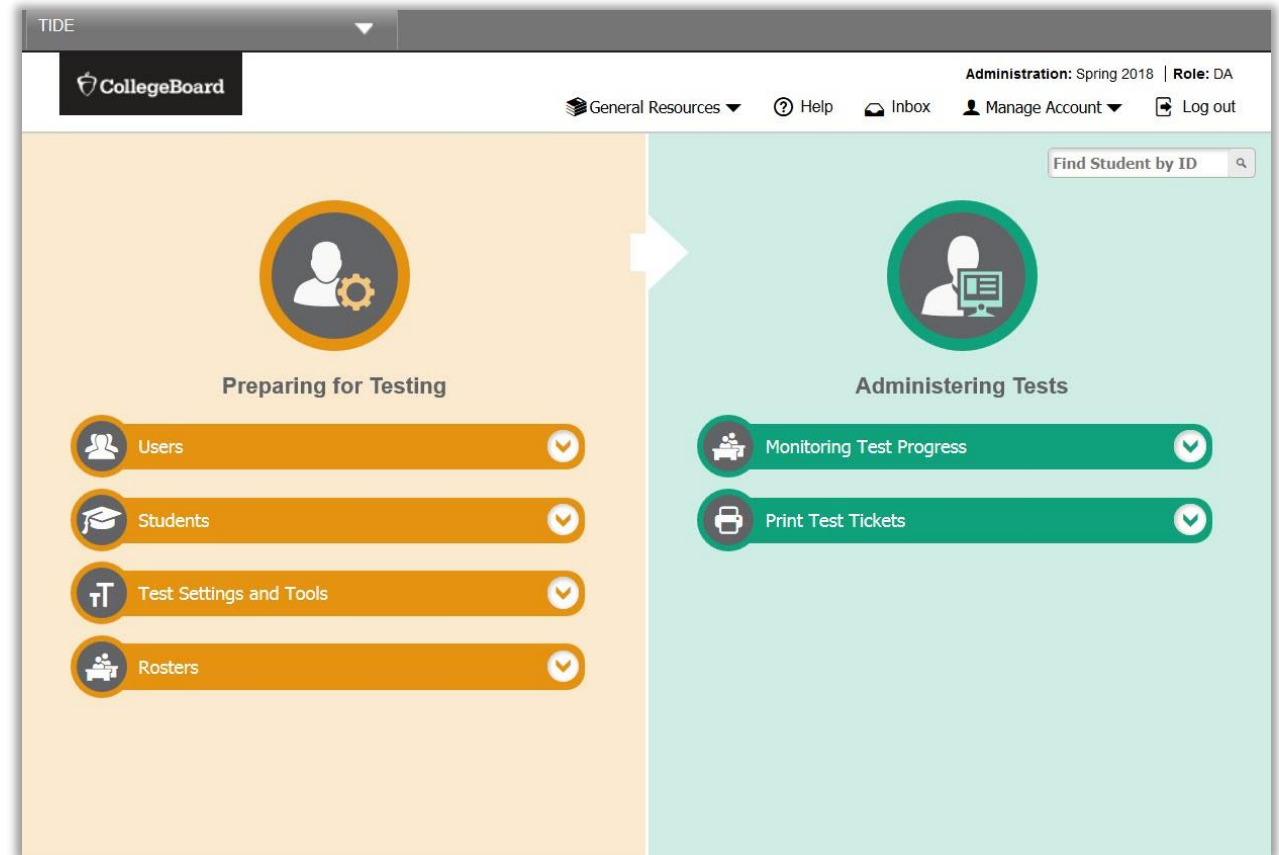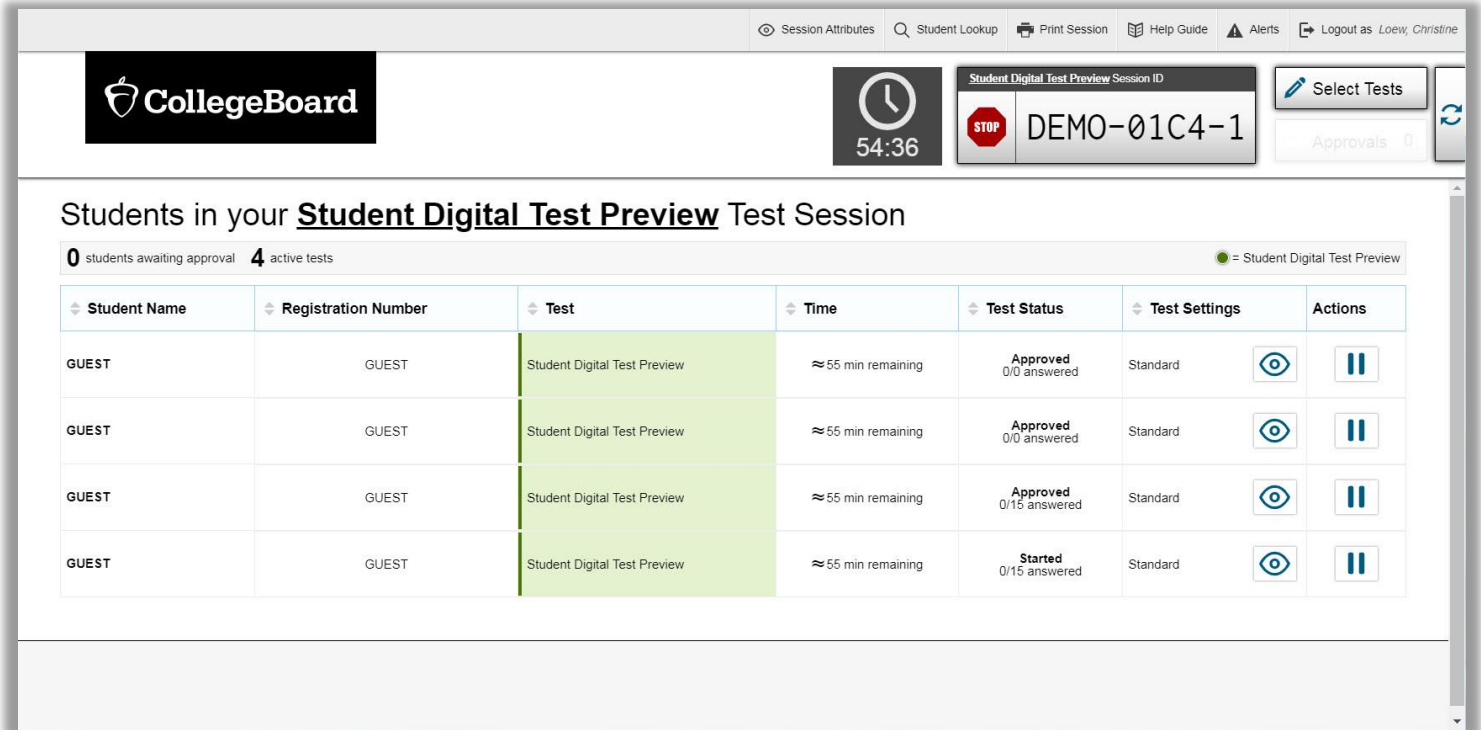
Test Administrator (TA) Interface

Proctor functions in the TA Interface:

- Conducting preadministration sessions
- Creating test sessions
- Approving students into the test sessions
- Monitoring and managing test timing*
- Monitoring student test status
- Identifying students who may need assistance

*The College Board's versions of the TA Interface and secure browser have timing functionality built in to ensure that all students receive their fully allotted testing time.

CAI Systems

Secure Browser

The secure browser secures the desktop by restricting access to prohibited applications and collects student responses.

Students use the secure browser to access and take the test. Schools are required to download and install the secure browser on all student test-taking devices. **Test-taking devices must be school owned.**

Please Sign In

First Name:
EX: JORDAN

Registration Number:
EX: 123456789

Session ID:
CB _____ - _____ - _____

*Students use their registration number instead of their SASID.

Preparing for
Digital Testing

Digital Readiness Resources

Digital Testing Portal:

https://digitaltesting.collegeboard.org/

Digital Readiness Resources

Digital Testing Portal:

https://digitaltesting.collegeboard.org/

Schools Already Using CAI

Schools already using the CAI system and secure browser to deliver other tests will need to complete technical set up tasks in order to administer the CT SAT School Day assessment.

Student Testing Applications

Depending on the operating system on student devices, you will install one of the applications below:

- The **CB Secure Browser** is for devices running on Windows or Mac OS. It does not replace state testing browsers, and both may be installed on the same device.
- **SecureTestBrowser** – is the application for Chromebooks and iPads. If your school already uses CAI for other assessments, then you only need to change the Organization and Assessment settings in SecureTestBrowser before students can access the test.

CollegeBoard

CSDE
CONNECTICUT STATE
DEPARTMENT OF EDUCATION

Schools Already Using CAI

Test Coordinators and Proctors

Test coordinators and proctors will use the same CAI products to administer the test:

- Testing staff will need to login using different access points from their state CAI systems. College Board CAI systems are accessible via the [Digital Testing Portal](#).
- Student data elements and permissions in TIDE will differ from the TIDE system used for NGSS.
- If testing the same students across NGSS and the digital CT SAT SD, they will be represented separately in both systems.

Technical Readiness
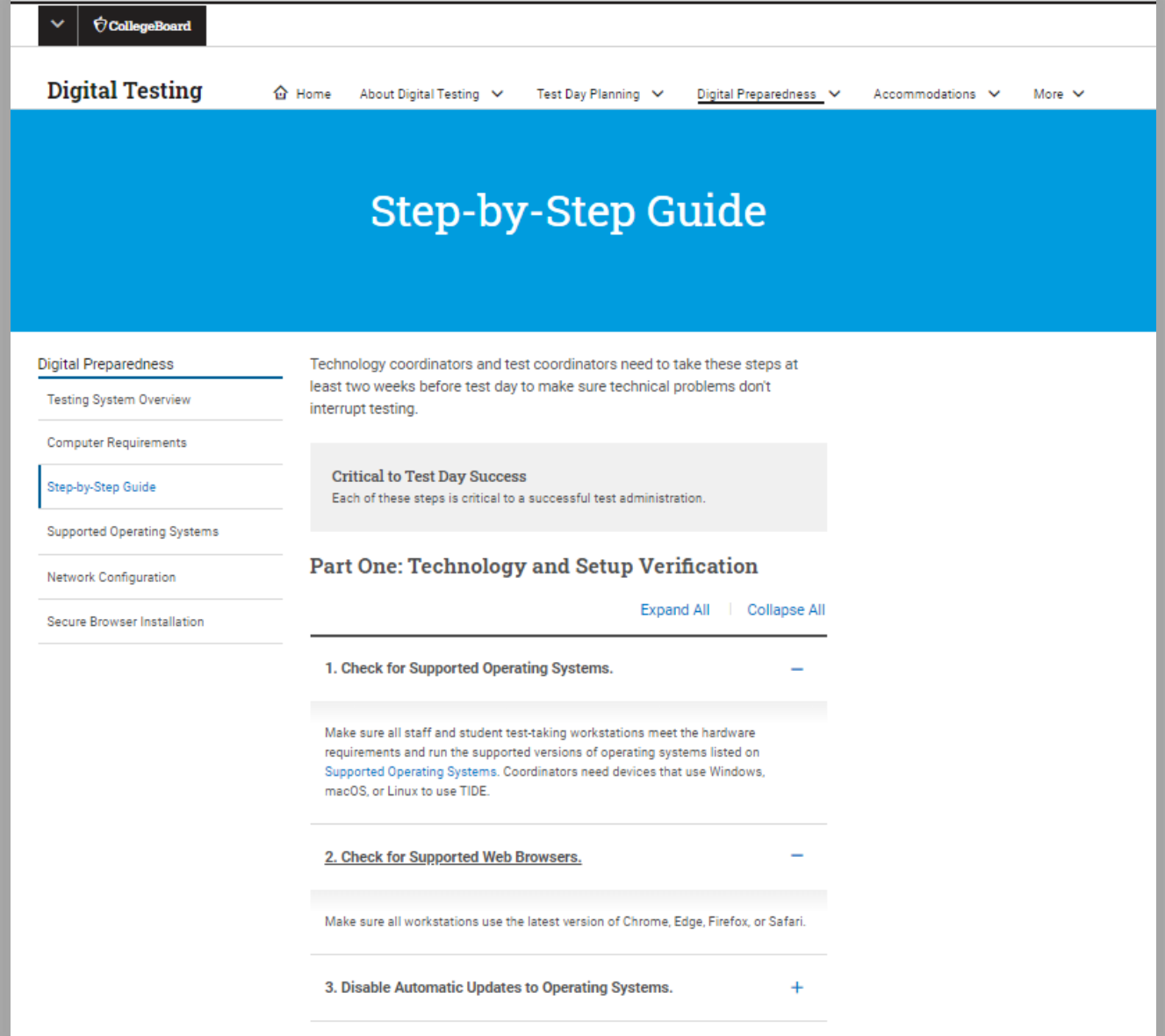
Setup Overview

Get started by reviewing the technical requirements and following the Digital Preparedness [Step-by-Step Guide](#):

Part One: Technology and Setup Verification	Part Two: Test Readiness and Evaluation
❑ Check for Supported Operating Systems ❑ Check for Supported Web Browsers ❑ Disable Automatic Updates to Operating System ❑ Disable Applications that Interfere with Testing ❑ Check Batteries or Power Source ❑ Disable Pop-Up Blockers on Staff Computers ❑ Enable JavaScript on Staff Computers ❑ Check Content Filters, Firewalls, and Proxy Servers ❑ Confirm Wireless Coverage ❑ Allow Appropriate URLs	❑ Install the Secure Browser ❑ Run CAI's Network/Bandwidth Diagnostic Tool ❑ Prepare for Delivery of Tests with Accommodations ❑ Complete the Technical Readiness Evaluation: ○ Test the Secure Browser

CollegeBoard

CSDE
CONNECTICUT STATE
DEPARTMENT OF EDUCATION

Technical Readiness

Step-by-Step Guide on the Digital Testing Portal

Technical Readiness

Test Devices: Requirements and Specifications

Visit the digital testing portal for the most up-to-date information on device requirements and supported operating systems.

Devices for Proctors and Students

- All devices must meet the system requirements and technical specifications outlined in the Step-by-Step Guide.
- Schools must have the ability to install a secure browser client application on all test-taking devices.
- Desktops, laptops, iPads* and/or Chromebooks are allowed.
- Devices **must** connect to the Internet (wired or wireless).
- Devices **must** be school-owned.
- Devices **must** maintain a charge for **at least 5 hours** or have access to a reliable power source.
- Each testing room must have a dedicated device the proctor will use to access the TA Interface.
- Students testing with an approved assistive technology device should pre-test the device in the secure browser using Student Digital Test Preview mode, prior to test day, in order to ensure operational functionality.
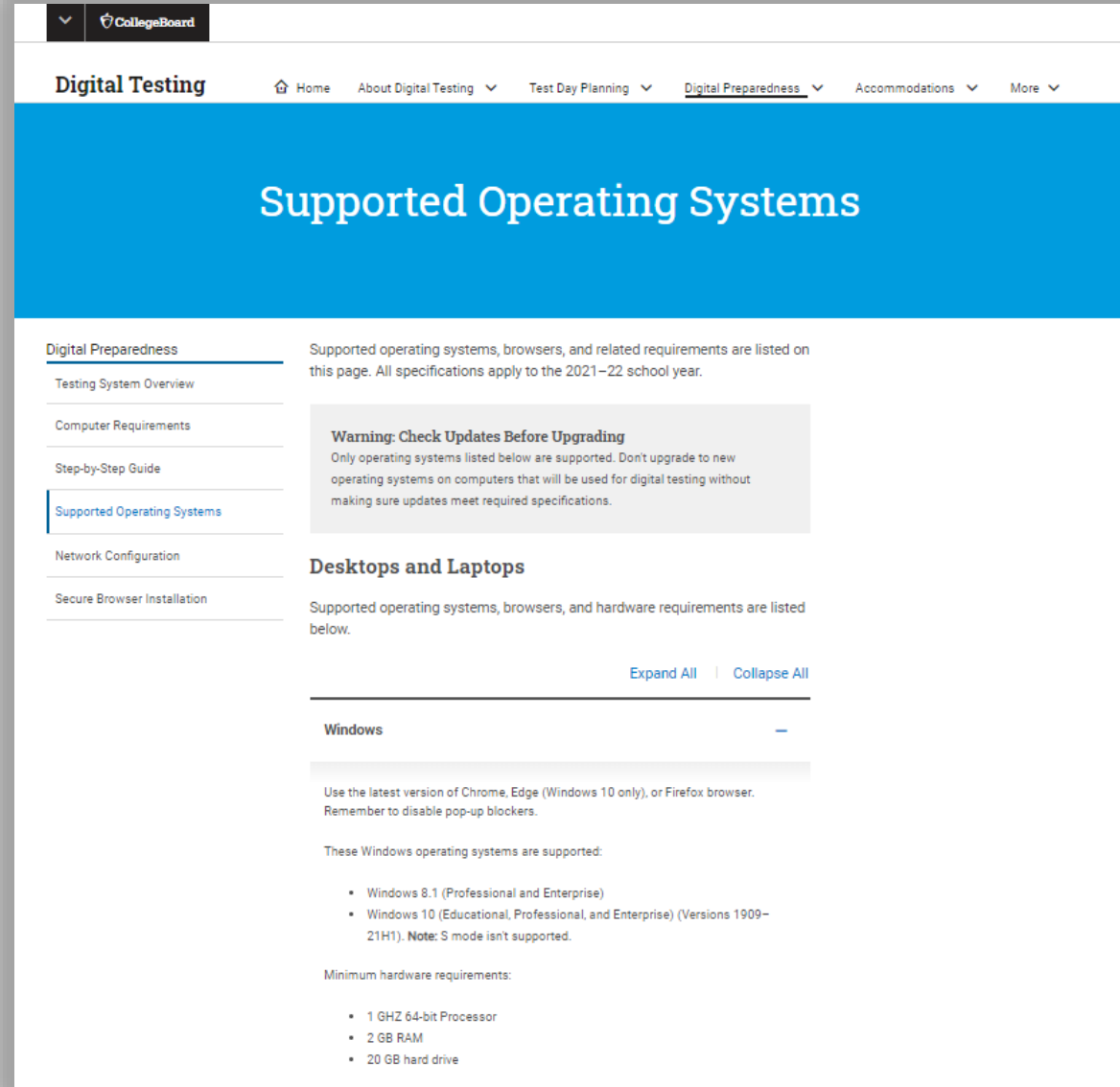
NOTE: Apple iPads with a 9.7" display are allowed; Apple iPads must be 4th Generation or higher, and iPad Minis can't be used.

CollegeBoard

CSDE
CONNECTICUT STATE
DEPARTMENT OF EDUCATION

Technical Readiness

Supported Operating Systems

Visit the [digital testing portal](#) for the most up-to-date information on device requirements and supported operating systems.

Technical Readiness

**Test Devices:
Guidance for Determining Bandwidth**

 Run the network diagnostic tool ahead of test day in different rooms to ensure bandwidth requirements can be met.

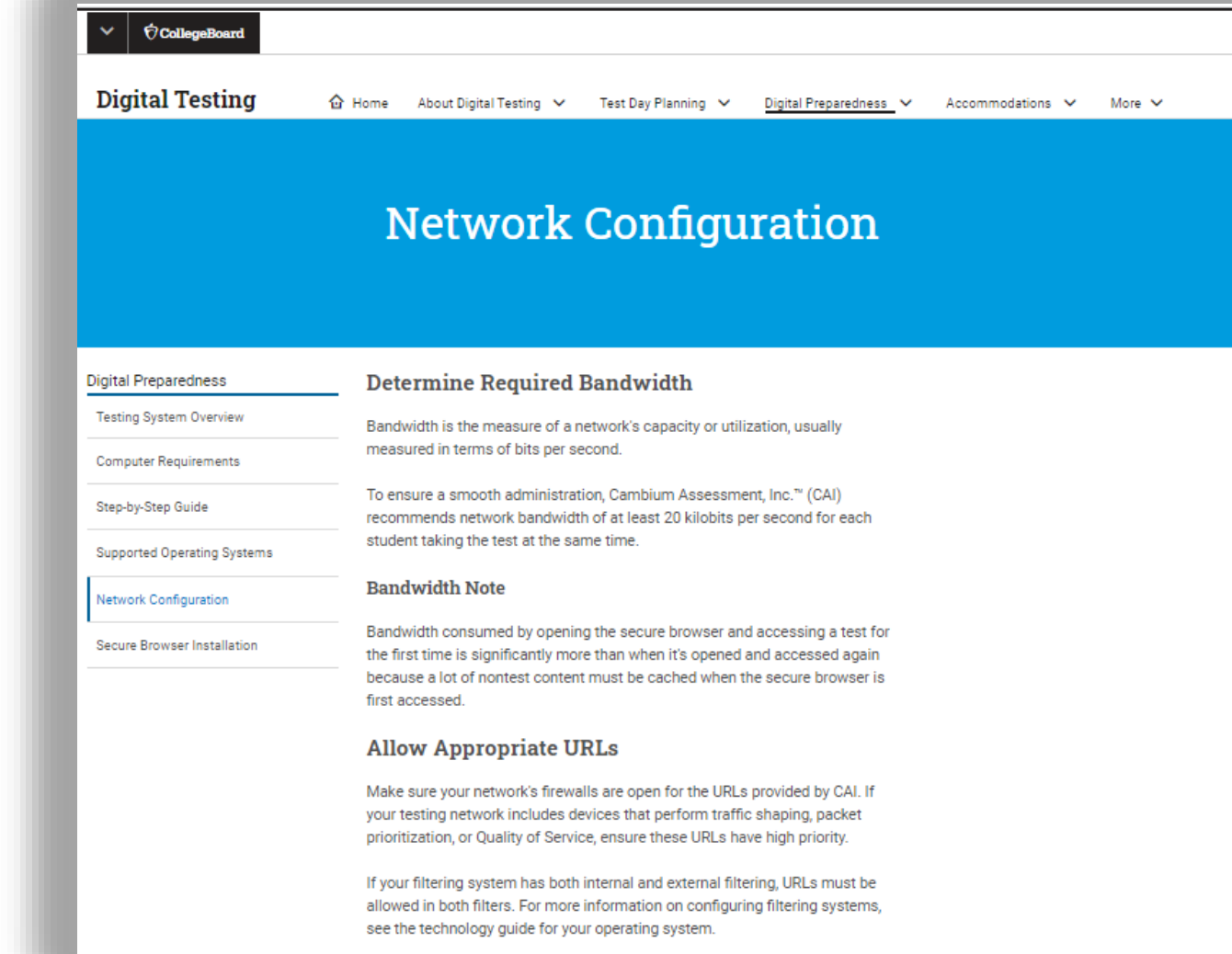Your network should have enough bandwidth to support digital testing at the required performance level.

College Board provides a network diagnostic tool to make sure your school has the bandwidth to support the number of students expected to test at the same time. Access the network diagnostic tool through the Digital Test Preview link located on the digital testing portal.

# of Students	Average Estimated Bandwidth Consumed During Startup	Average Estimated Bandwidth Consumed During Testing
1	8K bits/second	5–15K bits/second
50	400K bits/second	250–750K bits/second (0.25–0.75M bits/second)
100	800K bits/second	500–1500K bits/second (0.5–1.5M bits/second)

Testing Device	Ratio of Devices to 802.11g WAP	Ratio of Devices to 802.11n WAP
802.11g	20	40
802.11n	20	40
Mix of 802.11g and 802.11n	20	40–50 (depending on the mix of wireless cards used)

Technical Readiness

Network Configuration

Technical Readiness

Secure Browser Installation

https://digitaltesting.collegeboard.org/digital-preparedness/step-by-step-guide#tech-readiness

Technical Readiness

Technology Guides

PDFs available for:
- **Chrome OS**
- **Windows**
- **macOS**
- **Linux**
- **iPadOS**

https://digitaltesting.collegeboard.org/digital-preparedness/step-by-step-guide#tech-readiness

CollegeBoard

CSDE
CONNECTICUT STATE
DEPARTMENT OF EDUCATION

CollegeBoard
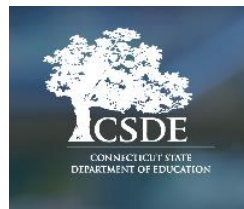
Configurations, Troubleshooting, and Advanced Secure Browser Installation Guide for Chrome OS

For Digital Tests in the SAT® Suite of Assessments

Fall 2021

Published August 5, 2021

Prepared by Cambium Assessment, Inc.

CA
Cambium
Assessment

Questions?

Contact information:

» Michelle Rosado

- Phone: 860-713-6748

- Email: michelle.rosado@ct.gov

» Deirdre Ducharme

- Phone: 860-713-6859

- Email: deirdre.ducharme@ct.gov

» College Board

- Phone: 855-373-6387

- Email: SATSchoolDay@collegeboard.org